

President Christopher McCann called the meeting to order at 7:00 P.M.

### **Roll Call:**

#### **Council Members Present:**

President McCann Trustees: Ager, Gale, Cavendish, Harper, Cook and Conley

**Absent Members:** None

**Staff Present:** DPW Superintendent- Chris Holton, Clerk-Scott and Village Manager/Zoning Administrator- Jim Dyer

### **Approval of Meeting Minutes:**

Trustee Conley **Moved, Supported by** Trustee Harper to approve the November 9, 2023 Regular meeting minutes with a few minor corrections. **Discussion:** Trustee Cavendish's comments about the need for an agreement to put lights on the tree and use the power were discussed, with Clerk Scott clarifying that these comments were made during the October meeting, not the November meeting. It was confirmed that the Mitten Brewery has granted permission for the Village of Northport to use their power for the lights on the tree. **Motion Carried.**

### **Approval of Agenda (amendments/additions):**

President McCann added under Discussion/Potential Action 9 (D) STR Taskforce appointment and (E) Appointment to the Planning Commission. The agenda was approved by consensus of the Council.

### **Correspondence:**

Chris Andrus- approval to put lights on the tree and use of power at the Mitten Brewery.

### **Public Comment:**

Campbell McLeod- commented on the way that the village bills were paid, the Capital Improvement Plan and Sewer connection fees.

Anne Harper- discussed the recent removal of heritage trees in the village and proposed actions to protect trees on both private and public property. She emphasized the importance of tree preservation and suggested revisiting the tree ordinance and incorporating tree protection goals in the master plan.

### **Staff Reports:**

The Council received written reports from the Clerk, Treasurer/Deputy Clerk, DPW Superintendent, Harbor Master.

#### **A. Village Manager/Zoning Administrator -**

##### **Village Manager/Zoning Administrator:**

Village Manager Jim Dyer provided a written report to the council. He highlighted the progress made on deploying iPads and agenda software for meetings. Dyer also discussed a grant application for sewer system improvements and the potential benefits of securing this grant. The submission deadline for the grant is approaching, and the Village is hopeful for a positive outcome.

The Council discussed the emergency purchase of a new boiler for the Department of Public Works (DPW) building. Instead of seeking competing bids, they accepted a proposal from a local technician (Reliable HVAC Solutions, LLC) who was working to repair it. The proposal, totaling \$12,480, includes not only the new boiler but also operational valves and a magnetic water filter to address ongoing issues. The decision was made based on the history of problems with the old system and the urgency to restore heat to the DPW building.

## 1. **Committee Reports:**

### A. Employee Relations:

Minutes from the November 15, 2023 Employee Relations meeting were provided.

### B. Finance Committee:

Finance Committee Chair Gale reported that they have an upcoming meeting scheduled for December 13, 2023.

### C. Infrastructure Committee:

Infrastructure Chair Cavendish provided a written report and mentioned her participation in the M-22 Scenic Byway Committee, which is working on a management plan for the scenic route. This involvement could potentially lead to grant opportunities for projects along the corridor.

### D. Waterfront:

There is no report available for Waterfront as their meeting did not take place.

### E. Parks and Trails:

Minutes from the November 15, 2023 Parks and Trails meeting were provided.

## 2. **Ex-Officio Board Reports:**

### A. Planning Commission:

Ex-officio member Jane Gale reported that the Planning Commission held a Public Information Session on zoning on November 15, 2023. However, they attempted to hold a regular meeting but couldn't proceed because there were no officers present to convene the meeting. Therefore, there are no minutes for that meeting. The Planning Commission has plans to address this issue going forward, including appointing a new member and reviewing the bylaws to prevent such situations from happening again.

### B. NLTUA:

Ex-officio member Chris McCann provided a written report for the Council from the November 21, 2023 NLTUA meeting.

## 3. **Discussion/Potential Action Items:**

### A. Consider Proposal for a Water Rate Study:

Village Manager Jim Dyer proposed a water rate study, similar to the one conducted by Dawn Lund with Utility Financial Solutions for the NLTUA. This study would determine the need for rate increases and support grant applications and the CIP going forward. He suggested approving up to \$17,400 for the study, which includes a financial projection and a possible cost of service study.

Trustee Harper Moved, Supported by Trustee Cook to approve the Water Rate Study with Utility Financial Solutions in the amount of \$17,400. **Discussion:** The Council discussed the proposal for a water rate study and expressed support for it. They recognized the importance of having a solid, objective basis for rate increases and believed that such a study was necessary, especially as they were considering rate hikes. There was some discussion about the frequency of conducting such studies, with suggestions that it might be needed every five years. Concerns were raised about the availability of data for the study, particularly regarding capital improvement projects. It was clarified that the consultants would guide them on the data needed for the study, and it would likely involve some combination of data from consultants and data provided by the village staff. Roll Call Vote: Yeas (7) Nays (0) Motion Carried.

**B. Resolution for the NLTUA Rate Increase and Loan:**

Trustee Harper Moved Supported by Trustee Ager to adopt Resolution 07-2023 as follows;  
WHEREAS, the Northport-Leelanau Township Utility Authority (NLTUA) has conducted a comprehensive Utility Rate Study with the assistance of Utility Financial Solutions under the guidance of Dawn Lund; and

WHEREAS, the NLTUA Board has approved the recommendations presented in Table A (Scenario One) of the Utility Rate Study, proposing an 8% annual increase in operations and maintenance fees over the next four years; and

WHEREAS, the NLTUA has identified a need for additional funding to complete necessary Capital Improvements as highlighted in the Utility Rate Study report; and

WHEREAS, the NLTUA requests a loan in the amount of \$190,000 from the Village of Northport to facilitate these Capital Improvements;

NOW, THEREFORE, BE IT RESOLVED by the Village of Northport Council and the Leelanau Township Board that:

1. The proposed rate increase of 8% annually for the next four years in operations and maintenance fees, as outlined in Table A (Scenario One) of the Utility Rate Study conducted by Utility Financial Solutions, is hereby approved.
2. The request for an additional loan of \$190,000 from the Village of Northport to the NLTUA for the completion of necessary Capital Improvements is approved. This loan is to be repaid in full to the Village of Northport by February 2028, aligning with the final bond payment for the sewer project.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**Discussion:**

The Council discussed the resolution to increase NLTUA rates by 8% and authorize a loan of \$190,000. There was support for the rate increase and loan to ensure the utility's financial stability and address necessary maintenance. Some members expressed a desire to review the rate increase annually instead of approving it for four years at once. The Council stressed the significance of long-term planning and responsible management to avoid potential future financial crises. The Council recognized that delaying maintenance could lead to major failures and higher costs down the road. Overall, the members acknowledged the necessity of the rate increase and loan for the utility's sustainability.

Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

**C. Short Term Rental Taskforce:**

President McCann appointed Joel Heberlein to the Short-Term Rental Task Form as a business owner.

**D. Appointment to the Planning Commission:**

President McCann appointed Nicole Arbury to the Planning Commission.

Trustee Cook **Moved, Supported by** Trustee Harper to appoint Nicole Arbury to the Planning Commission. **Motion Carried.**

**Payment of Bills:**

Trustee Gale **Moved, Supported by** Trustee Conley to approve payment of the bills for the month of November when funds become available in the amount of \$36,873.64

**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

## **Public Comments:**

Barbara McCann, Chair of the Leelanau Township Community Foundation, expressed her satisfaction with the collaboration between the foundation and the village. She also commended Trudy for her success in grant writing and wished the village the best of luck in addressing its sewer system's financial challenges.

Campbell McLeod- expressed gratitude for the proactive and forward-thinking approach of the new Village Manager, Jim Dyer. He acknowledged the challenges faced by the village and emphasized the importance of learning from past mistakes and addressing the issues promptly. He also highlighted the need for accurate infrastructure data, specifically mentioning sewer lines and upgrades on North Shore.

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Village Manager Jim Dyer expressed his disagreement with the notion that anyone in Northport had been "asleep at the switch." He commended the staff, council, and citizenry of Northport for their dedication to the village's well-being. Jim Dyer also acknowledged Cindy Edmondson's efforts as the previous liaison and praised her for leading effectively without formal authority. He expressed gratitude to Cindy and Joni for convincing him to join Northport and emphasized his commitment to serving as a leader to work towards the betterment of the village.

## **Adjournment:**

Trustee Harper Moved, Supported by Trustee Ager to adjourn the meeting at 8:15 pm.  
Motion Carried.

Several Citizens attended via zoom.

**Joni I. Scott, Village of Northport  
Clerk**

President Christopher McCann called the meeting to order at 7:00 P.M.

### **Roll Call:**

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**Absent Members:** None

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## 3. **Discussion/Potential Action Items:**

### A. Consider Proposal for a Water Rate Study:

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Trustee Harper Moved, Supported by Trustee Cook to approve the Water Rate Study with Utility Financial Solutions in the amount of \$17,400. **Discussion:** The Council discussed the proposal for a water rate study and expressed support for it. They recognized the importance of having a solid, objective basis for rate increases and believed that such a study was necessary, especially as they were considering rate hikes. There was some discussion about the frequency of conducting such studies, with suggestions that it might be needed every five years. Concerns were raised about the availability of data for the study, particularly regarding capital improvement projects. It was clarified that the consultants would guide them on the data needed for the study, and it would likely involve some combination of data from consultants and data provided by the village staff. Roll Call Vote: Yeas (7) Nays (0) Motion Carried.

**B. Resolution for the NLTUA Rate Increase and Loan:**

Trustee Harper Moved Supported by Trustee Ager to adopt Resolution 07-2023 as follows;  
WHEREAS, the Northport-Leelanau Township Utility Authority (NLTUA) has conducted a comprehensive Utility Rate Study with the assistance of Utility Financial Solutions under the guidance of Dawn Lund; and

WHEREAS, the NLTUA Board has approved the recommendations presented in Table A (Scenario One) of the Utility Rate Study, proposing an 8% annual increase in operations and maintenance fees over the next four years; and

WHEREAS, the NLTUA has identified a need for additional funding to complete necessary Capital Improvements as highlighted in the Utility Rate Study report; and

WHEREAS, the NLTUA requests a loan in the amount of \$190,000 from the Village of Northport to facilitate these Capital Improvements;

NOW, THEREFORE, BE IT RESOLVED by the Village of Northport Council and the Leelanau Township Board that:

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2. The request for an additional loan of \$190,000 from the Village of Northport to the NLTUA for the completion of necessary Capital Improvements is approved. This loan is to be repaid in full to the Village of Northport by February 2028, aligning with the final bond payment for the sewer project.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**Discussion:**

The Council discussed the resolution to increase NLTUA rates by 8% and authorize a loan of \$190,000. There was support for the rate increase and loan to ensure the utility's financial stability and address necessary maintenance. Some members expressed a desire to review the rate increase annually instead of approving it for four years at once. The Council stressed the significance of long-term planning and responsible management to avoid potential future financial crises. The Council recognized that delaying maintenance could lead to major failures and higher costs down the road. Overall, the members acknowledged the necessity of the rate increase and loan for the utility's sustainability.

Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

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President McCann appointed Joel Heberlein to the Short-Term Rental Task Form as a business owner.

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Trustee Cook **Moved, Supported by** Trustee Harper to appoint Nicole Arbury to the Planning Commission. **Motion Carried.**

**Payment of Bills:**

Trustee Gale **Moved, Supported by** Trustee Conley to approve payment of the bills for the month of November when funds become available in the amount of \$36,873.64

**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

## **Public Comments:**

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WHEREAS, the NLTUA Board has approved the recommendations presented in Table A (Scenario One) of the Utility Rate Study, proposing an 8% annual increase in operations and maintenance fees over the next four years; and

WHEREAS, the NLTUA has identified a need for additional funding to complete necessary Capital Improvements as highlighted in the Utility Rate Study report; and

WHEREAS, the NLTUA requests a loan in the amount of \$190,000 from the Village of Northport to facilitate these Capital Improvements;

NOW, THEREFORE, BE IT RESOLVED by the Village of Northport Council and the Leelanau Township Board that:

1. The proposed rate increase of 8% annually for the next four years in operations and maintenance fees, as outlined in Table A (Scenario One) of the Utility Rate Study conducted by Utility Financial Solutions, is hereby approved.
2. The request for an additional loan of \$190,000 from the Village of Northport to the NLTUA for the completion of necessary Capital Improvements is approved. This loan is to be repaid in full to the Village of Northport by February 2028, aligning with the final bond payment for the sewer project.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**Discussion:**

The Council discussed the resolution to increase NLTUA rates by 8% and authorize a loan of \$190,000. There was support for the rate increase and loan to ensure the utility's financial stability and address necessary maintenance. Some members expressed a desire to review the rate increase annually instead of approving it for four years at once. The Council stressed the significance of long-term planning and responsible management to avoid potential future financial crises. The Council recognized that delaying maintenance could lead to major failures and higher costs down the road. Overall, the members acknowledged the necessity of the rate increase and loan for the utility's sustainability.

Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

**C. Short Term Rental Taskforce:**

President McCann appointed Joel Heberlein to the Short-Term Rental Task Form as a business owner.

**D. Appointment to the Planning Commission:**

President McCann appointed Nicole Arbury to the Planning Commission.

Trustee Cook **Moved, Supported by** Trustee Harper to appoint Nicole Arbury to the Planning Commission. **Motion Carried.**

**Payment of Bills:**

Trustee Gale **Moved, Supported by** Trustee Conley to approve payment of the bills for the month of November when funds become available in the amount of \$36,873.64

**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

## **Public Comments:**

Barbara McCann, Chair of the Leelanau Township Community Foundation, expressed her satisfaction with the collaboration between the foundation and the village. She also commended Trudy for her success in grant writing and wished the village the best of luck in addressing its sewer system's financial challenges.

Campbell McLeod- expressed gratitude for the proactive and forward-thinking approach of the new Village Manager, Jim Dyer. He acknowledged the challenges faced by the village and emphasized the importance of learning from past mistakes and addressing the issues promptly. He also highlighted the need for accurate infrastructure data, specifically mentioning sewer lines and upgrades on North Shore.

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Village Manager Jim Dyer expressed his disagreement with the notion that anyone in Northport had been "asleep at the switch." He commended the staff, council, and citizenry of Northport for their dedication to the village's well-being. Jim Dyer also acknowledged Cindy Edmondson's efforts as the previous liaison and praised her for leading effectively without formal authority. He expressed gratitude to Cindy and Joni for convincing him to join Northport and emphasized his commitment to serving as a leader to work towards the betterment of the village.

## **Adjournment:**

Trustee Harper Moved, Supported by Trustee Ager to adjourn the meeting at 8:15 pm.  
Motion Carried.

Several Citizens attended via zoom.

**Joni I. Scott, Village of Northport  
Clerk**



President Christopher McCann called the meeting to order at 7:00 P.M.

### **Roll Call:**

#### **Council Members Present:**

President McCann Trustees: Ager, Gale, Cavendish, Harper, Cook and Conley

**Absent Members:** None

**Staff Present:** DPW Superintendent- Chris Holton, Clerk-Scott and Village Manager/Zoning Administrator- Jim Dyer

### **Approval of Meeting Minutes:**

Trustee Conley **Moved, Supported by** Trustee Harper to approve the November 9, 2023 Regular meeting minutes with a few minor corrections. **Discussion:** Trustee Cavendish's comments about the need for an agreement to put lights on the tree and use the power were discussed, with Clerk Scott clarifying that these comments were made during the October meeting, not the November meeting. It was confirmed that the Mitten Brewery has granted permission for the Village of Northport to use their power for the lights on the tree. **Motion Carried.**

### **Approval of Agenda (amendments/additions):**

President McCann added under Discussion/Potential Action 9 (D) STR Taskforce appointment and (E) Appointment to the Planning Commission. The agenda was approved by consensus of the Council.

### **Correspondence:**

Chris Andrus- approval to put lights on the tree and use of power at the Mitten Brewery.

### **Public Comment:**

Campbell McLeod- commented on the way that the village bills were paid, the Capital Improvement Plan and Sewer connection fees.

Anne Harper- discussed the recent removal of heritage trees in the village and proposed actions to protect trees on both private and public property. She emphasized the importance of tree preservation and suggested revisiting the tree ordinance and incorporating tree protection goals in the master plan.

### **Staff Reports:**

The Council received written reports from the Clerk, Treasurer/Deputy Clerk, DPW Superintendent, Harbor Master.

#### **A. Village Manager/Zoning Administrator -**

##### **Village Manager/Zoning Administrator:**

Village Manager Jim Dyer provided a written report to the council. He highlighted the progress made on deploying iPads and agenda software for meetings. Dyer also discussed a grant application for sewer system improvements and the potential benefits of securing this grant. The submission deadline for the grant is approaching, and the Village is hopeful for a positive outcome.

The Council discussed the emergency purchase of a new boiler for the Department of Public Works (DPW) building. Instead of seeking competing bids, they accepted a proposal from a local technician (Reliable HVAC Solutions, LLC) who was working to repair it. The proposal, totaling \$12,480, includes not only the new boiler but also operational valves and a magnetic water filter to address ongoing issues. The decision was made based on the history of problems with the old system and the urgency to restore heat to the DPW building.

## 1. **Committee Reports:**

### A. Employee Relations:

Minutes from the November 15, 2023 Employee Relations meeting were provided.

### B. Finance Committee:

Finance Committee Chair Gale reported that they have an upcoming meeting scheduled for December 13, 2023.

### C. Infrastructure Committee:

Infrastructure Chair Cavendish provided a written report and mentioned her participation in the M-22 Scenic Byway Committee, which is working on a management plan for the scenic route. This involvement could potentially lead to grant opportunities for projects along the corridor.

### D. Waterfront:

There is no report available for Waterfront as their meeting did not take place.

### E. Parks and Trails:

Minutes from the November 15, 2023 Parks and Trails meeting were provided.

## 2. **Ex-Officio Board Reports:**

### A. Planning Commission:

Ex-officio member Jane Gale reported that the Planning Commission held a Public Information Session on zoning on November 15, 2023. However, they attempted to hold a regular meeting but couldn't proceed because there were no officers present to convene the meeting. Therefore, there are no minutes for that meeting. The Planning Commission has plans to address this issue going forward, including appointing a new member and reviewing the bylaws to prevent such situations from happening again.

### B. NLTUA:

Ex-officio member Chris McCann provided a written report for the Council from the November 21, 2023 NLTUA meeting.

## 3. **Discussion/Potential Action Items:**

### A. Consider Proposal for a Water Rate Study:

Village Manager Jim Dyer proposed a water rate study, similar to the one conducted by Dawn Lund with Utility Financial Solutions for the NLTUA. This study would determine the need for rate increases and support grant applications and the CIP going forward. He suggested approving up to \$17,400 for the study, which includes a financial projection and a possible cost of service study.

Trustee Harper Moved, Supported by Trustee Cook to approve the Water Rate Study with Utility Financial Solutions in the amount of \$17,400. **Discussion:** The Council discussed the proposal for a water rate study and expressed support for it. They recognized the importance of having a solid, objective basis for rate increases and believed that such a study was necessary, especially as they were considering rate hikes. There was some discussion about the frequency of conducting such studies, with suggestions that it might be needed every five years. Concerns were raised about the availability of data for the study, particularly regarding capital improvement projects. It was clarified that the consultants would guide them on the data needed for the study, and it would likely involve some combination of data from consultants and data provided by the village staff. Roll Call Vote: Yeas (7) Nays (0) Motion Carried.

**B. Resolution for the NLTUA Rate Increase and Loan:**

Trustee Harper Moved Supported by Trustee Ager to adopt Resolution 07-2023 as follows;  
WHEREAS, the Northport-Leelanau Township Utility Authority (NLTUA) has conducted a comprehensive Utility Rate Study with the assistance of Utility Financial Solutions under the guidance of Dawn Lund; and

WHEREAS, the NLTUA Board has approved the recommendations presented in Table A (Scenario One) of the Utility Rate Study, proposing an 8% annual increase in operations and maintenance fees over the next four years; and

WHEREAS, the NLTUA has identified a need for additional funding to complete necessary Capital Improvements as highlighted in the Utility Rate Study report; and

WHEREAS, the NLTUA requests a loan in the amount of \$190,000 from the Village of Northport to facilitate these Capital Improvements;

NOW, THEREFORE, BE IT RESOLVED by the Village of Northport Council and the Leelanau Township Board that:

1. The proposed rate increase of 8% annually for the next four years in operations and maintenance fees, as outlined in Table A (Scenario One) of the Utility Rate Study conducted by Utility Financial Solutions, is hereby approved.
2. The request for an additional loan of \$190,000 from the Village of Northport to the NLTUA for the completion of necessary Capital Improvements is approved. This loan is to be repaid in full to the Village of Northport by February 2028, aligning with the final bond payment for the sewer project.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**Discussion:**

The Council discussed the resolution to increase NLTUA rates by 8% and authorize a loan of \$190,000. There was support for the rate increase and loan to ensure the utility's financial stability and address necessary maintenance. Some members expressed a desire to review the rate increase annually instead of approving it for four years at once. The Council stressed the significance of long-term planning and responsible management to avoid potential future financial crises. The Council recognized that delaying maintenance could lead to major failures and higher costs down the road. Overall, the members acknowledged the necessity of the rate increase and loan for the utility's sustainability.

Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

**C. Short Term Rental Taskforce:**

President McCann appointed Joel Heberlein to the Short-Term Rental Task Form as a business owner.

**D. Appointment to the Planning Commission:**

President McCann appointed Nicole Arbury to the Planning Commission.

Trustee Cook **Moved, Supported by** Trustee Harper to appoint Nicole Arbury to the Planning Commission. **Motion Carried.**

**Payment of Bills:**

Trustee Gale **Moved, Supported by** Trustee Conley to approve payment of the bills for the month of November when funds become available in the amount of \$36,873.64

**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

## **Public Comments:**

Barbara McCann, Chair of the Leelanau Township Community Foundation, expressed her satisfaction with the collaboration between the foundation and the village. She also commended Trudy for her success in grant writing and wished the village the best of luck in addressing its sewer system's financial challenges.

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Village Manager Jim Dyer expressed his disagreement with the notion that anyone in Northport had been "asleep at the switch." He commended the staff, council, and citizenry of Northport for their dedication to the village's well-being. Jim Dyer also acknowledged Cindy Edmondson's efforts as the previous liaison and praised her for leading effectively without formal authority. He expressed gratitude to Cindy and Joni for convincing him to join Northport and emphasized his commitment to serving as a leader to work towards the betterment of the village.

## **Adjournment:**

Trustee Harper Moved, Supported by Trustee Ager to adjourn the meeting at 8:15 pm.  
Motion Carried.

Several Citizens attended via zoom.

**Joni I. Scott, Village of Northport  
Clerk**

President Christopher McCann called the meeting to order at 7:00 P.M.

### **Roll Call:**

#### **Council Members Present:**

President McCann Trustees: Ager, Gale, Cavendish, Harper, Cook and Conley

**Absent Members:** None

**Staff Present:** DPW Superintendent- Chris Holton, Clerk-Scott and Village Manager/Zoning Administrator- Jim Dyer

### **Approval of Meeting Minutes:**

Trustee Conley **Moved, Supported by** Trustee Harper to approve the November 9, 2023 Regular meeting minutes with a few minor corrections. **Discussion:** Trustee Cavendish's comments about the need for an agreement to put lights on the tree and use the power were discussed, with Clerk Scott clarifying that these comments were made during the October meeting, not the November meeting. It was confirmed that the Mitten Brewery has granted permission for the Village of Northport to use their power for the lights on the tree. **Motion Carried.**

### **Approval of Agenda (amendments/additions):**

President McCann added under Discussion/Potential Action 9 (D) STR Taskforce appointment and (E) Appointment to the Planning Commission. The agenda was approved by consensus of the Council.

### **Correspondence:**

Chris Andrus- approval to put lights on the tree and use of power at the Mitten Brewery.

### **Public Comment:**

Campbell McLeod- commented on the way that the village bills were paid, the Capital Improvement Plan and Sewer connection fees.

Anne Harper- discussed the recent removal of heritage trees in the village and proposed actions to protect trees on both private and public property. She emphasized the importance of tree preservation and suggested revisiting the tree ordinance and incorporating tree protection goals in the master plan.

### **Staff Reports:**

The Council received written reports from the Clerk, Treasurer/Deputy Clerk, DPW Superintendent, Harbor Master.

#### **A. Village Manager/Zoning Administrator -**

##### **Village Manager/Zoning Administrator:**

Village Manager Jim Dyer provided a written report to the council. He highlighted the progress made on deploying iPads and agenda software for meetings. Dyer also discussed a grant application for sewer system improvements and the potential benefits of securing this grant. The submission deadline for the grant is approaching, and the Village is hopeful for a positive outcome.

The Council discussed the emergency purchase of a new boiler for the Department of Public Works (DPW) building. Instead of seeking competing bids, they accepted a proposal from a local technician (Reliable HVAC Solutions, LLC) who was working to repair it. The proposal, totaling \$12,480, includes not only the new boiler but also operational valves and a magnetic water filter to address ongoing issues. The decision was made based on the history of problems with the old system and the urgency to restore heat to the DPW building.

## 1. **Committee Reports:**

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Minutes from the November 15, 2023 Employee Relations meeting were provided.

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Finance Committee Chair Gale reported that they have an upcoming meeting scheduled for December 13, 2023.

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Infrastructure Chair Cavendish provided a written report and mentioned her participation in the M-22 Scenic Byway Committee, which is working on a management plan for the scenic route. This involvement could potentially lead to grant opportunities for projects along the corridor.

### D. Waterfront:

There is no report available for Waterfront as their meeting did not take place.

### E. Parks and Trails:

Minutes from the November 15, 2023 Parks and Trails meeting were provided.

## 2. **Ex-Officio Board Reports:**

### A. Planning Commission:

Ex-officio member Jane Gale reported that the Planning Commission held a Public Information Session on zoning on November 15, 2023. However, they attempted to hold a regular meeting but couldn't proceed because there were no officers present to convene the meeting. Therefore, there are no minutes for that meeting. The Planning Commission has plans to address this issue going forward, including appointing a new member and reviewing the bylaws to prevent such situations from happening again.

### B. NLTUA:

Ex-officio member Chris McCann provided a written report for the Council from the November 21, 2023 NLTUA meeting.

## 3. **Discussion/Potential Action Items:**

### A. Consider Proposal for a Water Rate Study:

Village Manager Jim Dyer proposed a water rate study, similar to the one conducted by Dawn Lund with Utility Financial Solutions for the NLTUA. This study would determine the need for rate increases and support grant applications and the CIP going forward. He suggested approving up to \$17,400 for the study, which includes a financial projection and a possible cost of service study.

Trustee Harper Moved, Supported by Trustee Cook to approve the Water Rate Study with Utility Financial Solutions in the amount of \$17,400. **Discussion:** The Council discussed the proposal for a water rate study and expressed support for it. They recognized the importance of having a solid, objective basis for rate increases and believed that such a study was necessary, especially as they were considering rate hikes. There was some discussion about the frequency of conducting such studies, with suggestions that it might be needed every five years. Concerns were raised about the availability of data for the study, particularly regarding capital improvement projects. It was clarified that the consultants would guide them on the data needed for the study, and it would likely involve some combination of data from consultants and data provided by the village staff. Roll Call Vote: Yeas (7) Nays (0) Motion Carried.

**B. Resolution for the NLTUA Rate Increase and Loan:**

Trustee Harper Moved Supported by Trustee Ager to adopt Resolution 07-2023 as follows;  
WHEREAS, the Northport-Leelanau Township Utility Authority (NLTUA) has conducted a comprehensive Utility Rate Study with the assistance of Utility Financial Solutions under the guidance of Dawn Lund; and

WHEREAS, the NLTUA Board has approved the recommendations presented in Table A (Scenario One) of the Utility Rate Study, proposing an 8% annual increase in operations and maintenance fees over the next four years; and

WHEREAS, the NLTUA has identified a need for additional funding to complete necessary Capital Improvements as highlighted in the Utility Rate Study report; and

WHEREAS, the NLTUA requests a loan in the amount of \$190,000 from the Village of Northport to facilitate these Capital Improvements;

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2. The request for an additional loan of \$190,000 from the Village of Northport to the NLTUA for the completion of necessary Capital Improvements is approved. This loan is to be repaid in full to the Village of Northport by February 2028, aligning with the final bond payment for the sewer project.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**Discussion:**

The Council discussed the resolution to increase NLTUA rates by 8% and authorize a loan of \$190,000. There was support for the rate increase and loan to ensure the utility's financial stability and address necessary maintenance. Some members expressed a desire to review the rate increase annually instead of approving it for four years at once. The Council stressed the significance of long-term planning and responsible management to avoid potential future financial crises. The Council recognized that delaying maintenance could lead to major failures and higher costs down the road. Overall, the members acknowledged the necessity of the rate increase and loan for the utility's sustainability.

Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

**C. Short Term Rental Taskforce:**

President McCann appointed Joel Heberlein to the Short-Term Rental Task Form as a business owner.

**D. Appointment to the Planning Commission:**

President McCann appointed Nicole Arbury to the Planning Commission.

Trustee Cook **Moved, Supported by** Trustee Harper to appoint Nicole Arbury to the Planning Commission. **Motion Carried.**

**Payment of Bills:**

Trustee Gale **Moved, Supported by** Trustee Conley to approve payment of the bills for the month of November when funds become available in the amount of \$36,873.64

**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

## **Public Comments:**

Barbara McCann, Chair of the Leelanau Township Community Foundation, expressed her satisfaction with the collaboration between the foundation and the village. She also commended Trudy for her success in grant writing and wished the village the best of luck in addressing its sewer system's financial challenges.

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Motion Carried.

Several Citizens attended via zoom.

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President Christopher McCann called the meeting to order at 7:00 P.M.

### **Roll Call:**

#### **Council Members Present:**

President McCann Trustees: Ager, Gale, Cavendish, Harper, Cook and Conley

**Absent Members:** None

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### **Approval of Meeting Minutes:**

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Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

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**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

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**Joni I. Scott, Village of Northport  
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### **Roll Call:**

#### **Council Members Present:**

President McCann Trustees: Ager, Gale, Cavendish, Harper, Cook and Conley

**Absent Members:** None

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Chris Andrus- approval to put lights on the tree and use of power at the Mitten Brewery.

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Campbell McLeod- commented on the way that the village bills were paid, the Capital Improvement Plan and Sewer connection fees.

Anne Harper- discussed the recent removal of heritage trees in the village and proposed actions to protect trees on both private and public property. She emphasized the importance of tree preservation and suggested revisiting the tree ordinance and incorporating tree protection goals in the master plan.

### **Staff Reports:**

The Council received written reports from the Clerk, Treasurer/Deputy Clerk, DPW Superintendent, Harbor Master.

#### **A. Village Manager/Zoning Administrator -**

##### **Village Manager/Zoning Administrator:**

Village Manager Jim Dyer provided a written report to the council. He highlighted the progress made on deploying iPads and agenda software for meetings. Dyer also discussed a grant application for sewer system improvements and the potential benefits of securing this grant. The submission deadline for the grant is approaching, and the Village is hopeful for a positive outcome.

The Council discussed the emergency purchase of a new boiler for the Department of Public Works (DPW) building. Instead of seeking competing bids, they accepted a proposal from a local technician (Reliable HVAC Solutions, LLC) who was working to repair it. The proposal, totaling \$12,480, includes not only the new boiler but also operational valves and a magnetic water filter to address ongoing issues. The decision was made based on the history of problems with the old system and the urgency to restore heat to the DPW building.

## 1. **Committee Reports:**

### A. Employee Relations:

Minutes from the November 15, 2023 Employee Relations meeting were provided.

### B. Finance Committee:

Finance Committee Chair Gale reported that they have an upcoming meeting scheduled for December 13, 2023.

### C. Infrastructure Committee:

Infrastructure Chair Cavendish provided a written report and mentioned her participation in the M-22 Scenic Byway Committee, which is working on a management plan for the scenic route. This involvement could potentially lead to grant opportunities for projects along the corridor.

### D. Waterfront:

There is no report available for Waterfront as their meeting did not take place.

### E. Parks and Trails:

Minutes from the November 15, 2023 Parks and Trails meeting were provided.

## 2. **Ex-Officio Board Reports:**

### A. Planning Commission:

Ex-officio member Jane Gale reported that the Planning Commission held a Public Information Session on zoning on November 15, 2023. However, they attempted to hold a regular meeting but couldn't proceed because there were no officers present to convene the meeting. Therefore, there are no minutes for that meeting. The Planning Commission has plans to address this issue going forward, including appointing a new member and reviewing the bylaws to prevent such situations from happening again.

### B. NLTUA:

Ex-officio member Chris McCann provided a written report for the Council from the November 21, 2023 NLTUA meeting.

## 3. **Discussion/Potential Action Items:**

### A. Consider Proposal for a Water Rate Study:

Village Manager Jim Dyer proposed a water rate study, similar to the one conducted by Dawn Lund with Utility Financial Solutions for the NLTUA. This study would determine the need for rate increases and support grant applications and the CIP going forward. He suggested approving up to \$17,400 for the study, which includes a financial projection and a possible cost of service study.

Trustee Harper Moved, Supported by Trustee Cook to approve the Water Rate Study with Utility Financial Solutions in the amount of \$17,400. **Discussion:** The Council discussed the proposal for a water rate study and expressed support for it. They recognized the importance of having a solid, objective basis for rate increases and believed that such a study was necessary, especially as they were considering rate hikes. There was some discussion about the frequency of conducting such studies, with suggestions that it might be needed every five years. Concerns were raised about the availability of data for the study, particularly regarding capital improvement projects. It was clarified that the consultants would guide them on the data needed for the study, and it would likely involve some combination of data from consultants and data provided by the village staff. Roll Call Vote: Yeas (7) Nays (0) Motion Carried.

**B. Resolution for the NLTUA Rate Increase and Loan:**

Trustee Harper Moved Supported by Trustee Ager to adopt Resolution 07-2023 as follows;  
WHEREAS, the Northport-Leelanau Township Utility Authority (NLTUA) has conducted a comprehensive Utility Rate Study with the assistance of Utility Financial Solutions under the guidance of Dawn Lund; and

WHEREAS, the NLTUA Board has approved the recommendations presented in Table A (Scenario One) of the Utility Rate Study, proposing an 8% annual increase in operations and maintenance fees over the next four years; and

WHEREAS, the NLTUA has identified a need for additional funding to complete necessary Capital Improvements as highlighted in the Utility Rate Study report; and

WHEREAS, the NLTUA requests a loan in the amount of \$190,000 from the Village of Northport to facilitate these Capital Improvements;

NOW, THEREFORE, BE IT RESOLVED by the Village of Northport Council and the Leelanau Township Board that:

1. The proposed rate increase of 8% annually for the next four years in operations and maintenance fees, as outlined in Table A (Scenario One) of the Utility Rate Study conducted by Utility Financial Solutions, is hereby approved.
2. The request for an additional loan of \$190,000 from the Village of Northport to the NLTUA for the completion of necessary Capital Improvements is approved. This loan is to be repaid in full to the Village of Northport by February 2028, aligning with the final bond payment for the sewer project.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**Discussion:**

The Council discussed the resolution to increase NLTUA rates by 8% and authorize a loan of \$190,000. There was support for the rate increase and loan to ensure the utility's financial stability and address necessary maintenance. Some members expressed a desire to review the rate increase annually instead of approving it for four years at once. The Council stressed the significance of long-term planning and responsible management to avoid potential future financial crises. The Council recognized that delaying maintenance could lead to major failures and higher costs down the road. Overall, the members acknowledged the necessity of the rate increase and loan for the utility's sustainability.

Roll Call Vote: Yeas (7) Nays (0) **Motion Carried. Resolution Declared Adopted.**

**C. Short Term Rental Taskforce:**

President McCann appointed Joel Heberlein to the Short-Term Rental Task Form as a business owner.

**D. Appointment to the Planning Commission:**

President McCann appointed Nicole Arbury to the Planning Commission.

Trustee Cook **Moved, Supported by** Trustee Harper to appoint Nicole Arbury to the Planning Commission. **Motion Carried.**

**Payment of Bills:**

Trustee Gale **Moved, Supported by** Trustee Conley to approve payment of the bills for the month of November when funds become available in the amount of \$36,873.64

**Roll Call Vote:** Yeas (7) Nays (0) Absent (0) **Motion Carried.**

## **Public Comments:**

Barbara McCann, Chair of the Leelanau Township Community Foundation, expressed her satisfaction with the collaboration between the foundation and the village. She also commended Trudy for her success in grant writing and wished the village the best of luck in addressing its sewer system's financial challenges.

Campbell McLeod- expressed gratitude for the proactive and forward-thinking approach of the new Village Manager, Jim Dyer. He acknowledged the challenges faced by the village and emphasized the importance of learning from past mistakes and addressing the issues promptly. He also highlighted the need for accurate infrastructure data, specifically mentioning sewer lines and upgrades on North Shore.

## **Council Comments:**

Village Manager Jim Dyer expressed his disagreement with the notion that anyone in Northport had been "asleep at the switch." He commended the staff, council, and citizenry of Northport for their dedication to the village's well-being. Jim Dyer also acknowledged Cindy Edmondson's efforts as the previous liaison and praised her for leading effectively without formal authority. He expressed gratitude to Cindy and Joni for convincing him to join Northport and emphasized his commitment to serving as a leader to work towards the betterment of the village.

## **Adjournment:**

Trustee Harper Moved, Supported by Trustee Ager to adjourn the meeting at 8:15 pm.  
Motion Carried.

Several Citizens attended via zoom.

**Joni I. Scott, Village of Northport  
Clerk**



President Christopher McCann called the meeting to order at 7:00 P.M.

### **Roll Call:**

#### **Council Members Present:**

President McCann Trustees: Ager, Gale, Cavendish, Harper, Cook and Conley

**Absent Members:** None

**Staff Present:** DPW Superintendent- Chris Holton, Clerk-Scott and Village Manager/Zoning Administrator- Jim Dyer

### **Approval of Meeting Minutes:**

Trustee Conley **Moved, Supported by** Trustee Harper to approve the November 9, 2023 Regular meeting minutes with a few minor corrections. **Discussion:** Trustee Cavendish's comments about the need for an agreement to put lights on the tree and use the power were discussed, with Clerk Scott clarifying that these comments were made during the October meeting, not the November meeting. It was confirmed that the Mitten Brewery has granted permission for the Village of Northport to use their power for the lights on the tree. **Motion Carried.**

### **Approval of Agenda (amendments/additions):**

President McCann added under Discussion/Potential Action 9 (D) STR Taskforce appointment and (E) Appointment to the Planning Commission. The agenda was approved by consensus of the Council.

### **Correspondence:**

Chris Andrus- approval to put lights on the tree and use of power at the Mitten Brewery.

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